



# HOW TO APPLY FOR A *FILM, VIDEO AND STILL PHOTOGRAPHY PERMIT*

## **What is a Film, Video and Still Photography Permit?**

A Film, Video and Still Photography Permit is a request to permit professional filming activities within the City. Film, Video and Still Photography Permits are required for all filming activities except those for personal, non-commercial use, the regular activities of the news media, and those conducted at and entirely with a studio.

## **Approval Process**

A Film, Video and Still Photography Permit must be approved as a temporary Site Development Permit by the Director of Community Development (Dana Point Zoning Code § 9.39.080). In approving a Film, Video and Still Photography Permit, the Director will make findings that the proposed activity is consistent with City policy and regulations, and will require specific conditions of approval which must be satisfied by the permit applicant. The processing of Film, Video and Still Photography Permits shall adhere to the following maximum time schedule:

- Two (2) working days for approval and issuance of "typical" permits
- Four (4) working days for approval and issuance of permits involving traffic control exceeding three (3) minutes, stunts or special physical effects
- Ten (10) working days for approval and issuance of permits involving road closures

## **Application Fee**

\$ 50.00

## **Application Process**

The permit application should include the following items:

- An application form, accompanied by the application fee and any additional maps, plans or information to completely and clearly describe the proposed activity.
- Proof of liability insurance listing the City of Dana Point as an additional insured for a minimum of one million dollars (\$1,000,000)

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- A letter of indemnification, holding the City harmless for events or actions occurring as a result of the permitted activity.
- A letter of intent explaining the scope of the filming.
- Authorizations from the owners of property, public and private, which will be used.

The following agencies and individuals can assist in processing your permit:

City of Dana Point

Evan Langan (permit processing) (949) 248-3591

County of Orange, O.C. Parks Film and Photography Permits

Kellee Vessey (949) 585-6447

Film Commission, Orange County

(Janice Arrington) 800 N. State College, MH128, Fullerton (657) 278-7569

California Film Commission (CRC), Permit Coordinator State Parks

Helene Dervishian (323) 860-2960 x106

## Appeals Procedures

You (or another party) may appeal the denial (or approval) of a Film, Video and Still Photography Permit by the Director of Community Development to the Planning Commission. The fee for an appeal is \$500.00. Please contact the Planning Department at **(949) 248-3563** for specific procedures for appealing decisions of the Director of Community Development.

## Further Information

For additional information or to discuss the merits of your particular proposal, please contact the Planning Division of the Community Development Department at **(949) 248-3563**. A planner is available to discuss your proposal on a walk-in basis from 7:30 a.m. to 5:30 p.m. Monday through Thursday and 7:30 a.m. to 4:30 p.m. on Fridays, at the Community Development Department counter, 33282 Street of the Golden Lantern, Suite 209, Dana Point.